

## EDITED TASK LISTING

### CLASS: PAROLE AGENT III, ADULT PAROLE

*NOTE: Each position within this classification may perform some or all of these tasks.*

Task #	Task
1.	Supervises parole agents performing parole work to ensure proper supervision of parolees using case reviews, reviewing all parole agent reports (i.e., activity reports, probable cause determination reports, violation reports, parolee-at-large reports, interstate investigations, etc.) work schedules (i.e., Employee's Attendance – 998A) and mileage logs in accordance with DOM, Memoranda of Understanding (MOU) and state personnel guidelines.
2.	Maintains evidence locker to ensure proper handling of evidence to include the disposal of evidence no longer needed for disposition using evidence log, periodic audits and proper key control in accordance with DOM on an ongoing basis.
3.	Interacts with law enforcement agencies in the sharing of pertinent information to effect continuity of supervision of parolees and maintain good working relationship with law enforcement agencies to promote the overall safety of the community using communication skills, Law Enforcement Automated Data System (LEADS), Interim Parolee Tracking System (IPTTS), Offender Based Information System (OBIS), Police and Corrections Team Programs (PACT), multiagency parolee compliance operations, etc. on an ongoing basis as needed.
4.	Makes probable cause determinations to determine if parole hold is to be retained using activity report (CDC 1502b), case conference, field file, law enforcement information, etc. in accordance with departmental policy as required.
5.	Makes recommendations on revocations of parole to address parolee misbehavior and its impact on public safety using field files, knowledge of parole policy and procedures (i.e., mandatory versus non-mandatory violations, etc.), case conference, availability of alternative sanctions such as electronic in-home detention (EID), substance abuse treatment control unit (SATCU), half-way back, etc. as required by penal code and DOM.
6.	Monitors the timely processing of parolees/releasees in custody involved in parole revocation proceedings or awaiting return to institutions by paroling authority order to protect the due process rights of parolees using RSTS, IPTS, OBIS, jail logs, agent's rosters, internet, etc. as required by penal code and DOM.
7.	Investigates death penalty cases for review by the Governor's Office subsequent to the completion of the condemned inmates appellate process to provide a detailed report in the event of an application for executive clemency using all manner of police and other investigative reports, court transcripts, appellate transcripts, central file, investigative interviews, etc. in accordance with state constitution, Article V, Section 8, applicable penal code statutes, and Title 15.
8.	Conducts special investigations for the parole authority to include return to court for resentencing, compassionate releases, battered women syndrome allegations, foreign prisoner transfer, and other requests from Board of Prison Terms Hearing Panels using all manner of police and other investigative reports, court transcripts, appellate transcripts, central file, investigative interviews, etc. in accordance with applicable penal code statutes, and Title 15.
9.	Conducts confidential pardon investigations for the Governor's review concerning cases of adult offenders who have made application for executive clemency to provide the applicant an opportunity to seek legal redress for a felony conviction using all manner of police and other investigative reports, court transcripts, appellate transcripts, central file, investigative interviews, investigative skills, comprehensive questionnaire and financial check, etc. in accordance with state constitution, Article V, Section 8, applicable penal code statutes, and Title 15.
10.	Represents the Parole and Community Services Division and paroling authority at conferences and interested groups to bring about community awareness and understanding of parole policy and gain stakeholder support for parole and its mission using communication skills, interpersonal skills, knowledge of parole policy and procedure, etc. as needed or directed.

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11.	Ensures safe handling and use of safety equipment including firearms, chemical agents, soft body armor, restraint equipment, EID equipment, and vehicles to ensure staff, public and parolee safety as well as compliance with legal and policy guidelines/constraints using mileage logs, equipment logs, physical inspections, audits, liaison with training coordinator, vehicle maintenance logs, etc. in accordance with various laws, rules and policies.
12.	Functions as Administrative Officer of the Day (AOD) during non-office hours to provide authorization for arrests, searches, and placement of parole holds using telephone, communication skills, knowledge of parole policy and procedure, discretionary decision-making skills, etc. in accordance with various laws, rules and policies.
13.	Acts as the on-scene tactical commander/coordinator in field parole situations involving multiple agencies, including follow-up debriefing with staff involved in order to ensure the public, parole agents, and parolees safety and ensure the operation stays within the parameters of departmental policies using communication skills, knowledge of parole policy and procedures, various laws, rules, and policies, etc. as needed.
14.	Conducts case conference with Parole Agents preparatory to arrest, search, investigations, including possible safety and tactical issues, legal constraints and scope of the activity in order to ensure the public, parole agents, and parolees safety, developing an operation that stays within the parameters of departmental policies using information obtained by the parole agent from citizens or law enforcement agencies, field file, record of supervision, communication skills, etc. in accordance with various laws, rules, and policies.
15.	Reviews case supervision plans established to meet parolee/releasee risks and needs to include lifer parole plans, high risk sex offenders, and high notoriety cases in order to ensure the protection of the public and the dynamics of the individual case factors are appropriately addressed, using central file, field file, court documents, risk and needs assessment form, investigations conducted by the parole agent (i.e., victims, employers), etc. in accordance with various laws, rules, and policies.
16.	Evaluates staff performance in order to aid in their professional development, provide appropriate training, and advise the hiring authority whether the employee is performing at acceptable standards and within policy and procedural guidelines using communication skills, observation skills, review staff work, etc. in accordance with State Personnel Board (SPB) laws, rules, regulations and MOU.
17.	Takes or recommends appropriate action regarding staff performance in order to aid in their professional development and to ensure performance objectives/standards are met using employee performance evaluations, communication skills, interpersonal skills, progressive discipline, etc. in accordance with SPB, laws, rules, regulations and MOU.
18.	Reviews Parole Agent caseloads periodically to provide direction and ensure compliance with established supervision requirements, using field file, record of supervision, Revocation Scheduling and Tracking System (RSTS), Interim Parolee Tracking System (IPTS), Offender Based Information System (OBIS), etc. in accordance with DOM and MOU.
19.	Reviews reports to paroling authorities for content and quality to ensure the information supports the recommendation using knowledge of parole policy and procedure, communication skills, field file, record of supervision, law enforcement reports, etc. in accordance with DOM and MOU.
20.	As Regional Reentry Supervisor manages the release program study process, United States Immigration Naturalization Services (USINS) cases as well as half-way back program ensuring cases are properly assigned, monitored and processed using OBIS, IPTS, Deported Alien Control System (DACS), daily half-way back population reports, effective management and planning skills, communication skills, interpersonal skills, etc. on an ongoing basis.

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21.	As an assistant to the Division's Executive Staff develops and prepares various policies, procedures and programs related to the operation of the Parole and Community Services Division in order to ensure consistency and conformity with regulations, established guidelines, laws and rules, etc. using appropriate chaptered legislation, court rulings, propositions, legal opinions, etc. on an ongoing basis.
22.	Responds to parolee appeals in an attempt to resolve the given problem using knowledge of parole policy and procedure, various laws, rules and regulations, etc. as needed.
23.	Conducts employee disciplinary investigations in order to report findings to the appropriate hiring authority using investigative techniques that include the review of written documentation, use of communication skills, conducting taped interviews with subject and witnesses, etc. as needed.
24.	Handles employee grievances and labor relations issues in an attempt to resolve the given problem at the lowest possible level using knowledge of parole policy and procedure, various laws, rules and regulations, MOU, etc. as needed.
25.	Performs as office manager to ensure the safety, security, and operation of the physical plant using effective management and planning skills, communication skills, knowledge of CAL-OSHA policies and other state and local ordinances, emergency evacuation plan, arrest plan, etc. on a daily basis.
26.	Determines the need for parolee cash assistance in order to assist the parolee in reintegrating into the community using knowledge of parolee circumstances and case factors, resources available in the geographical area, communication skills, etc. on an ongoing basis.
27.	Makes decisions regarding interstate and county to county investigations that ensure cases meet transfer criteria and timeliness factors, using assignment logs, record of supervision, transfer packet, OBIS, IPTS, communication skills, knowledge of parole policy and procedure, etc. as required.
28.	Facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacancies pursuant to the direction of the hiring authority and in accordance with SPB rules and regulations.